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# **CAREER PLANNING**

## For Working Women..

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# The Centre for Continuing Education in Conjunction with Women's Studies

## CAREER PLANNING FOR WORKING WOMEN

Sheraton-Mount Royal Hotel - Oct. 24 & 25, 1977

Career Planning for Working Women will enable you to set realistic career goals in order to become more effective in your chosen field.

This Workshop is for you if;

- you want to make your current job more challenging
- you want to become more confident in your working life
- you are interested in knowing how other women are getting ahead or enriching their work
- you want to prepare yourself for a more responsible position.

### WORKSHOP DESCRIPTION

This Workshop is designed to help women take a careful look at their work life. The Workshop focuses on four aspects of career planning:

Self-Study - Mapping your career: past, present and future; analyzing your current job in terms of likes and dislikes; describing the ideal job given your present situation; listing strengths you want to utilize more frequently.

Organization Study - Understanding the career paths in your company is an important first step to having the job you want; knowing how to get recognition for your achievements aids successful career planning.

Making Connections - Learning to ask for help and feedback from your boss and co-workers is critical to positioning yourself for job opportunities.

Planning - Crystalizing work goals and developing specific actions for achieving them.

The Workshop uses team-teaching, mini-lectures, small group discussions, role playing and feedback. Participants will learn new ways to achieve their expectations in work. In addition, they will discuss techniques for finding more fulfilling jobs.

The Workshop is fast moving and personally involving. At the close, each woman will have a personal career plan and skills for translating this plan into action.

DATE: Mon. Oct. 24 & Tues. Oct. 25, 1977  
(1300-2100) (1300-1800)  
Terrace Room, Sheraton-Mount Royal Hotel

COST: \$100 per person with \$10.00 reduction for each additional person sponsored by her company.  
Mon. Oct. 24 at 6:00 p.m. - Dinner is included.

Registration will be limited. In order for Continuing Education and Women's Studies to make adequate arrangements for participants, please register no later than Friday, October 14th.

Refund Policy: Refunds will be made no later than October 19th, and must be requested in writing to Continuing Education.

For further information, please call Doreen Bates, Continuing Education, 879-8536.

### WORKSHOP LEADERS

BEVERLY KAYE, Ph.D. - Beverly is a co-founder of Future Focus, a life/career planning service based in Los Angeles. She specializes in designing workshops in careering, assertion, and communication to assist people to take charge of their organizational and personal lives. Her research in identifying skills for successful careering helps people deal with transitions and manage more enriched lives.

Her consulting practice includes such clients as Mattel Toy Company, Procter and Gamble, Los Angeles City Schools, and Kaiser-Permanent Medical Centres.

Dr. Kaye received her doctorate from the Graduate School of Education at UCLA. Her biography appears in the 1974 issue of 'Outstanding Young Women of America'. In 1975 she was selected to serve on the National Task Force on the Education of Women by the National Institute for Educational leadership, Washington, D.C.

CAELA FARREN, Ph.D. - Caela is an organizational development consultant with Farren-Smith Associates, a Montreal-based consulting firm. She developed a course for Concordia called 'Women and Men in the Labour Force'. She is a visiting professor in the School of Management at McGill University.

Her industrial work involves skill training in time management; performance appraisal, effective meeting behaviour, career and life planning; and assertiveness training for men, women and couples. Recent clients include Steinberg's, CBC, Air Canada, Miracle Food Mart, Procter and Gamble, and Sun Life.

She has a doctorate from Case Western Reserve University and has studied for two years at The Gestalt Institute in Cleveland.